



5500 Schofield Ave
Municipal Center Phone No.: (715) 359-6114
Park Department No.: (715) 359-9988

Kennedy Park Hall Rental

Applicant Name: _____

Address: _____

Phone No: _____

Reservation Date: _____

Send Security Deposit to:

Name: _____

Address: _____

Residents-must be a permanent Weston resident or the guest of honor must be a Weston Resident.

- A written agreement will be signed and fees paid before the key is issued.
- The key must be returned no later than the first working day following the use of the hall, unless other arrangements are made. The key may also be placed in a kitchen drawer after the use of the hall.
- Absolutely no parties that include alcohol can use this facility.
- No equipment, furniture or dishes will be removed from the hall for any reason.
- Garbage must be placed in bags and containers provided by the Village.
- All tables and chairs taken out from the storage room must be put away.
- Absolutely no decorations attached to walls or ceiling.
- Floors will be cleared of any apparent debris.
- All damages will be assessed and charged to the party using the facilities.
- Report any damages to the Police Department prior to your gathering, to release any liability on your part.
- Lock all doors and close all windows upon leaving.
- If rules are not complied with and excessive cleaning is necessary, the additional fees will be charged to the party renting the hall.

I HAVE READ AND UNDERSTAND THE CONDITIONS FOR RENTING AND AGREE TO COMPLY WITH RULES STATED ABOVE.

Applicant Signature: _____

Date: _____

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Village Use Only

Facility Inspected by: _____

Date: _____

Refund Security Deposit: Yes No